

CONFIDENTIAL

Note



25X1  
Sent copy on 03/31/60

MEMORANDUM FOR: Chief, Records Management Staff, DD/S  
HMOs, GS Staffs and Divisions

SUBJECT : Identification and Processing of Extremely Sensitive Documents

REFERENCES

A.  
B.  
C.

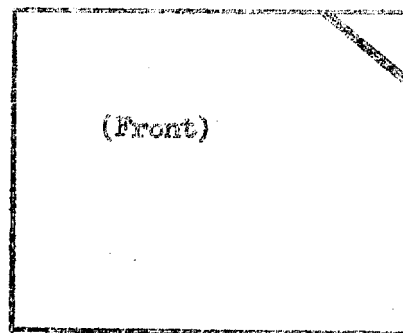


25X1

1. Vital Materials

Para. 2.0.(2) of Reference B provides that extremely sensitive documents of the GS may be processed to the VMR by placing and sealing such documents in an inner (second) envelope with instructions "To be opened only by personnel of \_\_\_\_\_ (Branch), \_\_\_\_\_ (Staff or Division)". In order further to identify and facilitate the handling of such sensitive materials, black tape one inch wide, will be used as follows:

- a. Envelopes and Small Packages -- Black tape is placed diagonally on front, two inches down from upper right hand corner. Tape extends around envelope or package.



-- { 2 inches

- b. Boxes -- Black tape is placed horizontally in center around four sides of box.

2. Retirement

- a. Where extremely sensitive material is retired in accordance with \_\_\_\_\_ and marked "restrict to branch" under Section II of Form 1666, it will be tape marked by RID in the manner indicated in para. 2.a. or b. above after processing such material in RID is completed and before it is sent to the Records Center for storage.


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C O N F I D E N T I A L

- b. Retired material not "restricted to branch" will be handled by the Records Center Staff, DD/S in accordance with existing arrangements after processing in RID is completed.



25X1

NOTE FOR RMOs: A supply of black scotch tape, one inch wide, is available in RID/PPS, Room 1104 I Building, phone 

25X1

C O N F I D E N T I A L

23 February 1960

MEMORANDUM FOR: Chief, Records Management Staff, DD/S  
RMOs, GS Staffs and Divisions

SUBJECT : Identification and Processing of Extremely Sensitive Documents

REFERENCES :

A.  
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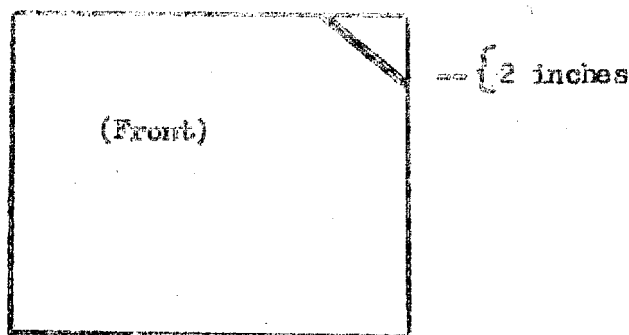


25X1

1. Vital Materials

Para. 2.a.(2) of Reference B provides that extremely sensitive documents of the GS may be processed to the VMR by placing and sealing such documents in an inner (second) envelope with instructions "To be opened only by personnel of \_\_\_\_\_ (Branch), \_\_\_\_\_ (Staff or Division)". In order further to identify and facilitate the handling of such sensitive materials, black tape one inch wide, will be used as follows:

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- b. Boxes -- Black tape is placed horizontally in center around four sides of box.

2. Retirement

- a. Where extremely sensitive material is retired in accordance with \_\_\_\_\_ and marked "restrict to branch" under Section II of Form 1666, it will be tape marked by RID in the manner indicated in para. 2.a. or b. above after processing such material in RID is completed and before it is sent to the Records Center for storage.

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C O N F I D E N T I A L

C O N F I D E N T I A L

- b. Retired material not "restricted to branch" will be handled by the Records Center Staff, DD/S in accordance with existing arrangements after processing in RED is completed.



25X1

NOTE FOR RMOs: A supply of black scotch tape, one inch wide, is available in RED/PPS, Room 1104 L Building, phone Ext. 

25X1

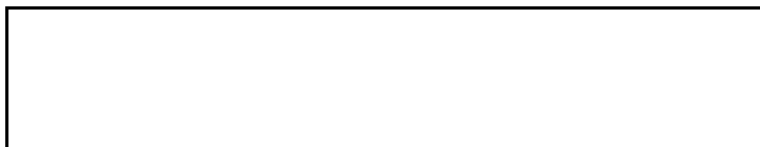
C O N F I D E N T I A L

23 February 1960

MEMORANDUM FOR: Chief, Records Management Staff, DD/S  
INOs, GS Staffs and Divisions

SUBJECT : Identification and Processing of Extremely Sensitive Documents

REFERENCES : A.  
B.  
C.

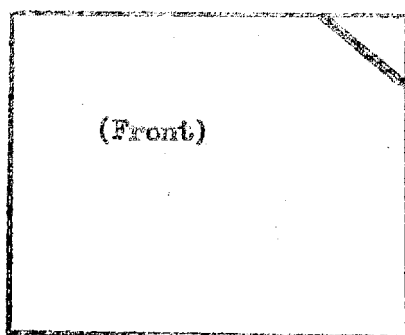


25X1

1. Vital Materials

Para. 2.e.(2) of Reference B provides that extremely sensitive documents of the GS may be processed to the WMT by placing and sealing such documents in an inner (second) envelope with instructions "To be opened only by personnel of \_\_\_\_\_ (Branch), \_\_\_\_\_ (Staff or Division)". In order further to identify and facilitate the handling of such sensitive materials, black tape one inch wide, will be used as follows:

- a. Envelopes and Small Packages -- Black tape is placed diagonally on front, two inches down from upper right hand corner. Tape extends around envelope or package.



-- { 2 inches

- b. Boxes -- Black tape is placed horizontally in center around four sides of box.

2. Retirement

- a. Where extremely sensitive material is retired in accordance with \_\_\_\_\_ and marked "restrict to branch" under Section II of Form 1666, it will be tape marked by RID in the manner indicated in para. 2.a. or b. above after processing such material in RID is completed and before it is sent to the Records Center for storage.

25X1

C O N F I D E N T I A L

C O N F I D E N T I A L

- b. Retired material not "restricted to branch" will be handled by the Records Center Staff, DD/S in accordance with existing arrangements after processing in RID is completed.



NOTE FOR RHOS: A supply of black scotch tape, one inch wide, is available in RID/PPS, Room 1104 L Building, phone Ext.

C O N F I D E N T I A L

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Approved For Release 2005/11/21 : CIA-RDP70-00211R000800340014-0

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Identification and Processing of Extremely Sensitive Documents

FROM:

DD/P Records Management Officer

NO.

DATE

23 February 1960

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/RMS -    
604 1016 16th Street

*[Handwritten signature]*

1 Copy to    
1 Copy to  

2. File - DD PVM

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